



## APPLICATION FOR LEAVE OF ABSENCE FOR EXCEPTIONAL CIRCUMSTANCES DURING TERM TIME

### Mossley School's Partnership

Mossley Hollins High School  
Livingstone Primary School  
Micklehurst All Saints CE Primary School  
Milton St John's CE Primary School  
St Joseph's RC Primary School

Attached is an application form for you to request permission for your child to be absent from school for **exceptional circumstances**. Before completing the application form, please read these notes carefully:

- From 1<sup>st</sup> September 2013; the Department for Education (DfE) made important amendments to legislation surrounding holidays in term time.  
The law now states there is **NO ENTITLEMENT** to parents to take their child on holiday during term time.
- Any application for leave must only be in **EXCEPTIONAL CIRCUMSTANCES** and the Head Teacher must be satisfied that the circumstances are exceptional to warrant the granting of leave.
- **The Head Teacher will not be expected to class any term time holiday as exceptional.**
- The Local Education Authority works with schools to reduce the numbers of children missing school and schools can refuse your request to take your child out of school.
- There are certain times of the year when a child may experience problems because of missing school. These include examination periods, at the time of starting a new school and at the start of a new school term. In deciding whether to authorise your child's absence, the school will take these and other factors into account.
- Others factors will include the child's previous attendance history.
- If you wish to take your child out of school due to **exceptional circumstances**, you must apply for permission in writing using the attached form. Permission for authorised leave of absence at Livingstone Primary School will only be granted if they consider it to be quite **exceptional circumstances**.
- If Livingstone Primary School refuses your application and you still take your child out of school the absences will be treated as unauthorised. Unauthorised absences may lead to a Penalty Notice for irregular school attendance.

Having read these notes, if you still wish to apply for a leave of absence for your child during term time then please complete the application attached. This form should be returned to your child's school as far in advance of the proposed leave of absence as possible.

- Absences taken without the prior permission of the school will be marked as 'unauthorised' absence in the register.
- Term dates are listed on our website and can also be found on Tameside Council's website

### Penalty Notices for Non- school attendance:

The Education Act 1996 empowers the local authority to issue Penalty Notices in cases of unauthorised absence from school. This means that when a pupil has unauthorised absence of 10 sessions (5 days) or more, in any 12 week period (where no acceptable reason has been given for the absence) or if their child persistently arrives late for school after the close of registration, their parents or carers may receive a Penalty Notice fine.

As advised by Education Welfare, changes to payment deadlines - cost £80 if paid within 21 days rising to £160 if paid within 28 days. Failure to make the payment will result in the Local Authority taking legal action for failure to ensure regular attendance at school under Section 444(1) Education Act 1996.



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Pupil's Name .....

Form .....

Home Address .....  
.....

I wish to apply for my child to be absent from school during the following dates:

Date of Last day at School .....

Date of Return to School .....

Total number of school days missed .....

Exceptional circumstances for absence from school:

.....  
.....  
.....  
.....

Please note **any** absence has a detrimental effect on a pupil's academic progress and overall attendance level.

***Declaration:** I make application for my child named above to have authorised absence from school, which will result in missing vital learning, for the reasons stated. I understand that if this is not agreed then any absence will be treated as unauthorised and may lead to the issue of a Penalty Notice for irregular school attendance.*

Full Name of Parent/Carer making application .....

Signed ..... Date .....

**PLEASE RETURN COMPLETED APPLICATION FORM TO:  
admin@livingstone.tameside.sch.uk  
GIVING AT LEAST 4 WEEKS' NOTICE OF INTENDED ABSENCE**

SCHOOL USE ONLY:

APPLICATION GRANTED ☐

APPLICATION DENIED ☐

Signed.....

Date.....